

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: NURSING ASSISTANT

POSITION LOCATION: ASDB

POSITION REPORTS TO: Student Health Services Supervisor

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High school diploma, graduate from a nursing assistant program with certificate, and Arizona driver's license. For substitute Nursing Assistants, will consider applications with qualifications equivalent to or greater than graduate of nursing assistant program. Current CPR certificate.

PREFERRED QUALIFICATIONS: One year of experience performing nursing assistant duties; sign language skills; ability to compile and tabulate data and maintain records with instruction; secretarial skills

MAJOR DUTIES AND RESPONSIBILITIES: Assist registered nurses in the care and treatment of students; assist with annual screening and routine surveys; make doctor appointments for the students; keep records of these activities; accompany students to medical visits in the community; assist with keeping medical records; take sign classes when offered on campus; maintain an inventory of supplies and equipment for the Student Health Center; perform clerical tasks related to the operation of the Student Health Center; monitor and record telephone calls, file invoices, generate requisition slips to order and pay for supplies; obtain meals from cafeteria; serve/feed inpatients as needed

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Classified</u>	GRADE: <u>04</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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